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**From:** Hebert, Suzana (EHS)  
**Sent:** Friday, February 15, 2013 12:43 PM  
**To:** /o=Commonwealth of Massachusetts/ou=MassMail-01/cn=Recipients/cn=Barbara.Daley;  
/o=Commonwealth of Massachusetts/ou=MassMail-01/cn=Recipients/cn=CScimone;  
/o=Commonwealth of Massachusetts/ou=MassMail-01/cn=Recipients/cn=Jill.Watts;  
Allen, Dorothy (DPH); Amaral, AnnMarie (DPH); Anderson, Darryen (DPH); Asamoah, Obiri (DPH); Bain, Ian (DPH); Beacham, Karyn (DPH); Beck, Ann (DPH); Bonavita, Julia (DPH); Borne, Alan (DPH); Borne, Deborah (DPH); Cabral, Randal (DPH); Calvagna, Patricia (DPH); Cambria, Marguerite (DPH); Carey, Lisa (DPH); Carson, Susan (MED); Casaletto, Linda (DPH); Cash, Steve (DPH); Cavallari, Edward (DPH); Chadorowsky, Joe (DPH); Chen, Karen (DPH); Chu, Irene (DPH); Cleghorn, Maria (DPH); Clemons, Cyndi (DPH); Cochran, Jennifer (DPH); Conley, Diane (DPH); Consolo, Carolyn (DPH); Conz, Carol (DPH); Danforth, Deborah (DPH); Davis, Pam (DPH); Day, Emile (DPH); Delgado, Marie (DPH); DiMartino, Paulette (DPH); Dinkins, Debra (DPH); Dooley, Jacqueline (DPH); Drinkwater, Justine (DPH); Dyer, Sharon (DPH); Ferreira, Lisa (MED); Gangemi, Mary-Ann (DPH); Greenidge, Althea (DPH); Hanchett, James (DPH); Hankerson, Jacqueline (DPH); Hawthorne, Dean D (DPH); Hillery, Veronica (DPH); Hilton, Joyce (DPH); Jose, Maricel (DPH); Keddie, Andrea (DPH); Kurtis, Gerald (DPH); Lafontant, Latania (DPH); Lancto, Denise (DPH); McCollem, Tom (EHS); McCue, Terry (DPH); McGeown, Catherine (DPH); McLaughlin, Maryellen (DPH); McSheffery, Christina (DPH); McVarish, Marianne (DPH); Mendes, Marjorie (DPH); Muzhuthett, Paul (DPH); Nguyen-Vu, Elizabeth (DPH); O'Brien, Elisabeth (DPH); OConnell, Kathy (DPH); OConnor, Ron (DPH); Penrose, Kate (DPH); Phillips-Scott, Sadie (DPH); Prendergast, Tom (DPH); Purtell, Joe (DPH); Rao, Shyamala (DPH); Reeves, Vickie (DPH); Riley, Margaret (DPH); Sadowski, Jennifer (MED); Salem, Sharon (DPH); Saunders, Della (DPH); Sheils, Alanna (DPH); Small, Linda (DPH); Stanton, Louann (DPH); Sullivan, Julie (DPH); Tessier, Susan (DPH); Thermo, Marjorie (DPH); Thompson, David (DPH); Tyson, Julie (DPH); Walker, Patricia (DPH)  
**Cc:** Shetler, Christopher (EHS); Cormier, Carol (EHS)  
**Subject:** FW: Reporting Holiday Time with Self-Service Time and Attendance (SSTA)

Please share with staff and time approvers  
Thanks

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**From:** Jerome, Lana (HRD)  
**Sent:** Thursday, February 14, 2013 4:36 PM  
**To:** HRD-DL-MassHRESC Contacts  
**Subject:** Reporting Holiday Time with Self-Service Time and Attendance (SSTA)

**MassHR**  
Delivering HR Services That Matter

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## **Reporting Holiday Time with Self-Service Time and Attendance (SSTA)**

With SSTA, employees need to report holiday time. Holidays do not default into the work schedule.

You report holiday time the same way you report leave time. The most commonly used time reporting code for holidays is "HLN" (Holiday Pay – Normal). Here is a brief overview of holiday time reporting codes and when they are used.

### **Holiday Pay – Normal (HLN)**

Use HLN when a holiday falls on a regularly scheduled workday and you are not required to work.

### **Holiday Comp Time Earned (HWC)**

HWC is used when an employee is required to work on the holiday or the holiday falls on the employee's day off and will earn compensatory time in lieu of holiday pay.

### **Holiday Extra Day Paid – No Retirement (HLP)**

Use HLP in the rare situation where your agency has authorized you to receive both REGULAR pay and HOLIDAY pay in lieu of comp time for the holiday worked, or to receive additional pay when the holiday falls on your scheduled day off.

### **Holiday Extra Day Paid – Retirement (HOL)**

HOL is used for police officers, firefighters, and correction officers only. HOL is used when your agency has authorized you to receive both REGULAR pay and HOLIDAY pay while working on the holiday.

If you have any questions, please contact the MassHR Employee Service Center at 617-979-8500.